



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 5/24/76	1. Agency Address Georgia Bureau of Investigation State Crime Laboratory 959 E. Confederate Avenue, S. E. Atlanta, Georgia 30316	Application Number 73-548A	
Application Number		Date Received JUN 7 1976	Date Completed JUN 16 1976
2. Person to Contact Ms. Pat Jones		Working Title Admin. Assistant	Telephone Number 656-6051
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-548 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1954 Latest Present	5. Records Series Title (followed by title used in office, if different) Crime Laboratory Investigation Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Investigation provides crime prevention efforts and criminal investigation services to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. To perform these functions, the Division provides: general investigation of crime after the fact, specialized investigation of narcotics, major case, auto theft, commercial loss, organized crime, intelligence, technical expertise in electronic, optical photographic surveillance, statistical data base for reflecting the criminal activity occurring within the State, a Crime Information Center that will retrieve, store, and disseminate information regarding all types of crime as submitted by local law enforcement agencies and training in law enforcement skills for investigative agencies, and Crime Laboratory service which provides scientific analyses of evidence submitted by Peace Officers, reports of results suitable for use as evidence in criminal proceedings, and maintenance of records of investigations by all medical examiners in the state.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Documents relating to Investigation of evidence by scientific examination and investigation of suspicious deaths by medical examiners.  Included are: Included are official case reports on drug, ballistics, serology, histology, toxicology, physical evidence, blood alcohol, and questioned documents cases with accompanying Evidence Disposition Sheet and appropriate analytical data stated on the following forms: Official Autopsy and Medical Examiners Reports (CI 1, 2, 3); Records of Evidence by Crime Lab (DPS-299 (1/73), microfilm and 3 x 5 index cards.  Paper Copy and Microfilm File is arranged numerically by laboratory case number  Index Card File is arranged: File is arranged: Blue Master Card - Alphabetically by suspect or victim's name Pink Master Card - Alphabetically by county, thereunder numerically by case number			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 300; Seven to twelve months old 300; Thirteen to twenty-four months old 30; twenty-five months and older Occasional			
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code Ann. 38-1102 (4544); 92-A-105
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. Isolated portions of information may
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. be used out of context for statistical studies from time to time.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>Indefinitely</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Ga. Code Ann. 27.601

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then

☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

Paper Copy: Cut off every 2 1/2 years, destroy negative and misdemeanor cases, microfilm remainder of file, destroy paper files, except that all files dated from 1-7 May annually will be included in microfilm file. (To be confidential for 75 years.)

Microfilm File: Cut off at the end of each CY; hold in CFA 10 years; retire to Archives. (To be confidential for 75 years.)

Index Card File: Cut off each CY, hold in CFA 5 years, retire to State Archives for disposition. (To be confidential for 75 years.)

( ) Concur ( ) Nonconcur

*Samuel D. Howard*  
Director, Crime Laboratory

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Office (Signature)	Date
<i>B. Tucker</i>	<i>6/11/76</i>	<i>Gene H. Powell</i>	<i>5/24/76</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	<i>6/10/76</i>
		Secretary of State/Designee <i>Carroll Hart</i>	<i>6/9/76</i>
		Attorney General/Designee <i>R. M. J. Hall</i>	<i>6/15/76</i>



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date 10/01/73		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed NOV 1 1973 73-548 NOV 14 1973	
2. Agency Application No. 73-26		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Division of Investigation Crime Laboratory, 959 E. Confederate Ave., S.E. Atlanta, Georgia 30316		4. Person to Contact Mrs. Passie Jones	
				5. Working Title Admin. Assistant	
				6. Tel. No. 656-6051	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1954 to present		9. Exact Series Title Crime Laboratory Investigation Files			
10. What is the function of the office in which this record series is created? The Division of Investigation provides crime prevention efforts and criminal investigation services to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. To perform these functions, the Division provides: general investigation of crime after the fact, specialized investigation of narcotics, major case, auto theft, commercial loss, organized crime intelligence, technical expertise in electronic, optical, photographic surveillance, statistical data base for reflecting the criminal activity occurring within the State Crime Information Center that will retrieve, store, disseminate information regarding all types of crime as submitted by local law enforcement agencies and training in law enforcement skills for investigative agencies, and Crime Laboratory services which provide scientific analyses of evidence submitted by Peace Officers, reports of results suitable for use as evidence in criminal proceedings, and maintenance of records of investigations by all medical examiners in the state.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to Investigation of evidence by scientific examination and investigation of suspicious deaths by medical examiners. Included are official case reports on drug, ballistics, serology, histology, toxicology, physical evidence, blood alcohol, and questioned documents cases with accompanying Evidence Disposition Sheet and appropriate analytical data stated on the following forms: Official Autopsy and Medical Examiners Reports (CI 1, 2, 3) Record of Evidence by Crime Lab (DPS-299 (1/73), microfilm and; 3/5 index cards. Paper Copy and Microfilm File is arranged numerically by laboratory case number. Index Card File is arranged: Blue Master Card - Alphabetically by suspect or victims name Pink Master Card - Alphabetically by county, thereunder numerically by case number ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		130	196	75 113	
Legal-size File Drawers				In Office(s) In Storage Area(s) 210	
		3 Drawers of microfilm cassettes.		This Year's Last Year's Preceding Year's All Prior Years	
		1954-9/70		AVERAGE DAILY REFERENCES 300 30 Occasional	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

13. Is this the Record Copy of the series? YES [X] NO [ ]
14. Is there a duplication of this series in another office or agency? [ ] [X]
15. Is the information contained in this series ever summarized or published? [ ] [X]  
Attach copy of summary or publication. Isolated portions of info. may be used out of context for statistical studies from time to time.
16. Does the series contain classified information requiring security handling? [X] [ ]  
Ga. Code Ann. 38-1102 (4544); 92-A-105 also see attached
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? See attached. [ ] [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [X] [ ]  
To reduce space and equipment required for storage.
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] [ ]

Historical value.

24. REQUIREMENTS. The following requires the files to be kept indefinitely years:

- a. [ ] STATE LAW    b. [X] STATUTE OF LIMITATION    c. [ ] AUDIT PERIOD    d. [ ] FEDERAL LAW    e. [X] ADMINISTRATIVE DECISION    f. [X] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

Ga. Code Ann. 27.601

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [ ] FISCAL YEAR - [X] OTHER See Below, then:

**Paper Copy:** Cut off every 2-1/2 years, destroy negative and misdemeanor cases, microfilm remainder of file, destroy paper files, except that all files dated from 1-7 May annually will be included in microfilm file. (To be confidential for 75 years.)

**Microfilm File:** Cut off at the end of each CY, hold in CFA 10 years, retire to Archives. (To be confidential for 75 years)

**Index Card File:** Cut off each CY, Hold in CFA 10 years, retire to State Archives for disposition. (To be confidential for 75 years.)

DAW  
( ) Concur

(X) Nonconcur

*Harry D. Howard*

DIRECTOR, CRIME LABORATORY

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Olivia Lee Wilson</i>	10-4-73	<i>D. Cooper</i>	10-4-73
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved	<i>William M. Ryan</i>	11-8-73
	State Auditor/Designee [X] Approved [ ] Disapproved	<i>Carroll Hunt</i>	11-6-73
	Secretary of State/Designee [X] Approved [ ] Disapproved	<i>Robert H. Hume</i>	11-13-73
	Attorney General/Designee [X] Approved [ ] Disapproved		

STATE RECORDS  
COMMITTEE